



DEPARTMENT OF BUDGET AND FISCAL SERVICES NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Department of Community Services, Community Based Development Division
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Description of goods, services, or construction to be procured:

Provide for the ongoing maintenance of one Otis hydraulic elevator located at 431 Kuwili Street. The City is purchasing the 431 Kuwili Street property for the purposes of developing a hygiene center for persons and families experiencing homelessness, and to provide services and housing to homeless households with disabilities. As part of the purchase, the City will be assuming the existing elevator maintenance contract with the Otis Elevator Company.

2. Vendor/Contractor/Service Provider Name:

Otis Elevator Company

3. Amount of Request:

\$ 406.89 per month
(approx.; subject to price adj.)

4. Term of Contract: (Shall not exceed 12 months), if applicable

From: June 15, 2016

To: September 30, 2018

5. Prior Sole Source Ref No.

6. The good, service, or construction has the following unique features, characteristics, or capabilities:

See attached justification.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?

There is only one elevator at the 431 Kuwili Street property. As such the City must maintain the elevator the assure that the elevator is available to serve the tenants on the upper floors of the building.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.

See attached justification.

REQUEST FOR SOLE SOURCE (Cont.)

Submit in Duplicate

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.

There are no other Otis elevator services centers in Hawaii.

10. Person that will be responsible for managing this procurement:

Department/Division: Department of Community Services /
Community Based Development Division

Contact Name/Title: Keith Ishida, Administrator

Phone Number:

768-7750

E-mail Address:

kishida@honolulu.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

I certify that to the best of my knowledge, that the information provided above is true, correct, that there is no conflict of interest related to this procurement, and that the goods, services, or construction are available through only one source.



Department Head

6/10/14

Date

Date Notice Posted: _____

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
Department of Budget and Fiscal Services
530 South King Street, Room 115
Honolulu, Hawaii 96813
bfpurchasing@honolulu.gov

Chief Procurement Officer's comments:

☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

Chief Procurement Officer

Date

Notice and Request for Sole Source

6. The good, service, or construction has the following unique features, characteristics, or capabilities:
 1. The City will be assuming the existing elevator maintenance contract as part of the purchase of the property at 431 Kuwili Street.
 2. Otis is familiar with the equipment and property. Maintaining the existing maintenance will ensure uninterrupted service during the transition.
 3. Maintenance is from the elevator manufacturer (OEM)
 4. Minimal downtime due to parts availability.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.
 1. Assuming the current maintenance agreement is a condition of the purchase of 431 Kuwili Street.
 2. Maintenance is from the elevator manufacturer (OEM).

